

# FIRE AND EVACUATION PLAN

For use of this poster, see USAARMC Reg 420-1.

1. Notify all personnel in the building and sound the evacuation alarm.
2. Dial 911.
3. Recheck the building to assure that evacuation of all personnel has been completed.
4. Attempt to extinguish fire with first aid appliance on hand, such as extinguishers, standpipe hose or any other equipment available.
5. Remove classified material and salvage property.
6. Close windows and doors if possible.

NOTE: Evacuation drills will be held at least once semiannually, or more often, if necessary, in all buildings occupied by ten or more persons. The frequency of the drills will depend on local conditions, such as rotation of personnel, inherent hazards in buildings due to type of construction, and building utilization. Drills will be held for the purpose of familiarizing personnel with alternate routes of escape designation of personnel to utilize fire extinguishers or available extinguishing equipment, the various means of reporting fires, and for establishing procedures to be used to salvage property and classified material.